



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

008

Date: March 14, 2014

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: CONSULAR INVESTIGATION ASSISTANT

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Consular Investigation Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (FULL PERFORMANCE LEVEL)
FSN-06, FP-08* (TRAINING LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: Consular Section (Fraud Prevention Unit)

OPENING DATE: Immediate

DEADLINE: March 30, 2014 at 6 P.M. Kyiv Time

**FP-7 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The employee serves as an Investigative Assistant in the Consular Section Fraud Prevention Unit (FPU). The employee is directly supervised by the LES Fraud Prevention Investigator. The incumbent is expected to be a main point of contact for FPU databases and files, provide guidance on FPU resources to other Clerks and coordinate gathering and analysis of data for validation studies conducted by the Fraud Prevention Unit (FPU). The employee is further responsible for managing the orphan program and conducting document verifications requested by Post and other U.S. government agencies. When necessary, assists LES FPU Investigators by conducting verifications of applicants' information and interpreting during interviews and Consular outreach events.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as a primary contact on orphan program issues. Collects and verifies Government of Ukraine authorization letters, maintains database of travelling orphans and verifies compliance with visa regulations, and monitors fraud and overstay indicators in coordination with two consular fraud clerks. Keeps track of all Government of Ukraine changes in local and international regulations governing hosting programs and travel of individual minor children and informs consular officers of such changes. **30%**

Conducts on-going validation studies (statistical studies that determine the overstay rate within a certain category of visa recipients), which includes data collection, process planning and coordination with other units in the Consular Section, and data analysis and reporting. Ensures that the results are accurately transferred into Access or Excel databases and are available for further analysis. **20%**

Maintains FPU files and electronic databases, including filing, data entry, and ensuring the integrity of FPU resources. Provides advice to FPU staff on available resources and maintains separate database of Religious and Charitable organizations. **10%**

Assists FPU investigations including but not limited to verifying employment, purpose of travel and other potentially fraudulent aspects of visa applications. This work involves significant contact with applicants and outside parties, and involves the use of a wide range of FPU tools and databases. When required, acts as an interpreter during fraud interviews and FPU outreach events and translates documents for officer review and visa records. **10%**

Follows Post's SOPs and provides guidance to other clerks on maintenance of sensitive but unclassified Category I and II hard files (CAT) along with scanning files and related documentation to the appropriate NIV and IV records. **10%**

Plans and administers semi-annual anti-fraud advertising campaigns on petition-based visas and the Diversity Visa program in Ukrainian newspapers, under supervision of the LES Fraud Investigator. Prepares materials for outreach trips, conferences, and other representational events held by the Fraud Prevention Unit, under supervision of the LES Fraud Investigator. Researches and drafts FPU responses to public and host government inquiries. **10%**

Liaises with DHS district and other offices and handles verification of departures from the United States. **5%**

Other duties as assigned **5%**

REQUIRED QUALIFICATIONS FOR THE FULL PERFORMANCE LEVEL, FSN-07:

EDUCATION:

- Completion of secondary school is required.

PRIOR WORK EXPERIENCE:

- Two year experience in consular work or general clerical work and at least one year of USG experience.

POST ENTRY TRAINING:

- The employee is required to take PC-102, Immigration Law and Visa Operations courses.

LANGUAGE PROFICIENCY:

- Level IV (fluent) English is required. Fluent (Level IV) Ukrainian and Russian are required.

JOB KNOWLEDGE:

- The jobholder must have a basic understanding of the working procedures of all units of the Consular Section and a basic understanding of U.S. Government regulations. Incumbent must have a basic knowledge of: a) Ukrainian immigration law and procedures for issuing government documents (e.g., birth, marriage certificates), b) to be familiar with and understand consular procedures as outlined in Post's Standard Operating Procedures as well as 9 FAM. Incumbent must also have a good working knowledge of Microsoft Office (Word, PowerPoint, etc.) and must have a basic understanding of Microsoft Access.

SKILLS AND ABILITIES:

- Incumbent is expected to have good organizational skills in order to organize FPU paper files as well as information in the FPU computer database. The incumbent

must be able to clearly explain Consular procedures to visa customers and applicants.

The jobholder must also exercise tact and patience in daily work with the public and Ukrainian government authorities, whether answering inquiries or explaining Consular procedures. The FPU Database is a Microsoft Access program, therefore the incumbent is required to be able to easily operate the data in the data base: enter, create reports, perform advance searches etc.

REQUIRED QUALIFICATIONS FOR TRAINING LEVEL, FSN-06:

EDUCATION:

- Completion of secondary school is required.

PRIOR WORK EXPERIENCE:

- One year experience in consular work or general clerical work is required.

LANGUAGE PROFICIENCY:

- Level IV (fluent) English is required. Fluent (Level IV) Ukrainian and Russian are required.

JOB KNOWLEDGE:

- The jobholder must have a basic understanding of the working procedures of all units of the Consular Section and a basic understanding of U.S. Government regulations. Incumbent must have a basic knowledge of: a) Ukrainian immigration law and procedures for issuing government documents (e.g., birth, marriage certificates), b) to be familiar with and understand consular procedures as outlined in Post's Standard Operating Procedures as well as 9 FAM. Incumbent must also have a good working knowledge of Microsoft Office (Word, PowerPoint, etc.) and must have a basic understanding of Microsoft Access.

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APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB March 30, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of

State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: NNikiforova-Smith (by e-mail)